



## Department of Permitting and Inspections

645 Pine Street  
Burlington, VT 05401-8415  
Phone: (802) 865-7188  
[www.burlingtonvt.gov/dpi](http://www.burlingtonvt.gov/dpi)

### Appeal of an Administrative Decision Request

Use this form to appeal any Administrative Decision or Notice of Violation - See Sec. 12.2.2 of the Zoning Ordinance.

**SUBJECT LOCATION ADDRESS:** \_\_\_\_\_

**Subject Property Owner:** \_\_\_\_\_

Appellant: \_\_\_\_\_

Agent/Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Appellant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In order for your request to be considered complete, **ALL** of the following information **must** be provided, as applicable:

- The Appeal **fee of \$250**;
- Description of the decision under appeal;
- Description of the property subject to the appeal;
- Reference to the regulatory provisions applicable to the appeal;
- Relief requested by the appellant;
- Alleged grounds why such requested relief is believed proper under the circumstances.

#### Office Use Only:

Check No. \_\_\_\_\_ Amount Paid \_\_\_\_\_ Zoning Permit # \_\_\_\_\_